



Interstate Commission for Adult Offender Supervision

Executive Committee Meeting MINUTES

June 21, 2023 @ 12 pm ET Video conference

Members in Attendance:

1. Mary Kay Hudson (IN), Chair
2. Mac Pevey (WA), Vice-Chair,
3. Taryn Link (AK), West Region Chair
4. Chris Moore (GA), Information Technology Chair
5. Sally Kreamer (IA), Compliance Committee Chair
6. Susan Gagnon (ME), Rules Committee Chair
7. Julie Kempker (MO), South Region Chair
8. Amy Vorachek (ND), Midwest Region Chair
9. Dale Crook (VT), East Region Chair
10. Jeremiah Stromberg (OR), Past-Chair, Ex-Officio
11. John Gillis (NOVA), Victim Representative, Ex-Officio

Members not in Attendance:

12. Gary Roberge (CT), Treasurer
13. Joselyn López (WI), Training, Education, and Public Relations Committee Chair
14. Suzanne Brooks (OH), DCA Liaison Chair, Ex-Officio

Staff:

1. Ashley Lippert, Executive Director
2. Barno Saturday, Logistics and Administrator Coordinator
3. Xavier Donnelly, ICOTS Project Manager
4. Mindy Spring, Administrative and Training Coordinator
5. Drake Greeott, Web Development Manager

Call to Order

Chair M. Hudson (IN) called the meeting to order at 12:00 pm ET; nine voting members were present; a quorum was established.

Agenda and Minutes

Commissioner M. Pevey (WA) moved to approve the agenda as presented. Commissioner D. Crook (VT) seconded. Agenda approved as presented.

Commissioner A. Vorachek (ND) moved to approve the minutes from the April 19, 2023, meeting as drafted. Commissioner S. Gagnon (ME) seconded. Minutes approved as drafted.

Discussion

Compliance Committee Report: Commissioner S. Kreamer (IA) reported that the national office had a teleconference with the VI representatives to discuss their compliance status

and corrective action plan (CAP). The territory will revise their CAP and resubmit it by July 1, 2023.

The Compliance Committee will meet again on July 12 and review the FY24 Dashboard compliance standards report and revise Administrative Policy 2009-05 Audit Standards to outline implications when a state falls below 80% compliance rate. In addition, the committee will discuss Illinois' compliance status.

DCA Liaison Committee report: Executive Director A. Lippert stated the DCA Liaison Committee had been conducting the round table forums for DCAs to discuss commissioner & DCA relationship and handling compliance issues; nationwide warrants and challenges with judges; as well as Rule 3.103, its purpose and application to ensure seamless supervision. These forums are in preparation for the Collaborative Problem-Solving session that will be held at the Annual Business Meeting.

Finance Committee Report: Executive Director A. Lippert stated that the Commission was currently 3% under the budget in spending.

The Vanguard account increased 0.5% since last month. The national office collected about a third of annual dues from states. The Commission will start its fiscal audit in July. The Finance Committee will meet in August to review the audit results and year end numbers.

Training Committee Report: Executive Director A. Lippert stated that the Training Committee was scheduled to meet on July 27. The committee will discuss the DCA toolkit, ABM collaborative problem solving session, warrant execution training, as well as commissioner dashboards and a draft New York best practice for warrants.

Technology Committee Report: Commissioner C. Moore (GA) stated that the national office has been communicating the progress of the ICOTS migration project via the monthly newsletter and emails. He continued that the timeline for user acceptance testing (UAT) had to be pushed back a week and a half due to some issues that came up with initializing the AWS GovCloud environment. Those issues are now resolved and the UAT timeline is now as follows:

- June 26 – 30
 - National office tests ICOTS prep environment and testing documentation sent to UAT group.
- July 5 – 21
 - User testing of existing functionality and compact activities.
- July 24 – Aug 4
 - Issue resolution and fix confirmations.

Commissioner C. Moore (GA) noted that the delay in beginning UAT has not affected the planned cut-over date for ICOTS. The current plan is to migrate ICOTS over to the new environment during the weekend of August 12th and 13th.

Rules Committee Report: Commissioner S. Gagnon (ME) stated that the Rules Committee was scheduled to meet later in June. The committee will discuss comments received from

the rule proposal comment period, review the revised rule proposal guide, and get ready for the rule presentation at the upcoming annual business meeting.

East Region Report: Commissioner D. Crook (VT) stated that the East Region had not met since the last Executive Committee meeting.

Midwest Region Report: Commissioner A. Vorachek (ND) stated that the Midwest Region had not met since the last Executive Committee meeting.

South Region Report: Commissioner J. Kempker (MO) informed her region that she would not run for the South Region chair position this year and encouraged commissioners to step forward and run for this position.

West Region Report: Commissioner T. Link (AK) stated that the West Region met on April 26. The region discussed the FY24 compliance audit, upcoming Annual Business Meeting, and proposed rule amendments. Commissioner T. Link (AK) asked for volunteers to serve on the language workgroup.

ABM Planning Workgroup Report: Commissioner M. Pevey (WA) stated that the ABM planning was going well. The national office launched the ABM registration on June 1st. He reminded the committee and region chairs to submit their written docket book report by August 1st.

Victims Advocate: Victims Advocate J. Gillis (NOVA) had nothing to report at this time.

Executive Director Report: Executive Director A. Lippert presented her report to the committee:

- Commissioner A. Godfrey (MN) retires on July 31. DCA Tracy Hudrlik was appointed as the new commissioner for Minnesota effective on August 1.
- Arkansas has a new commissioner – Vincent France.
- The national office received a resignation letter from Chief Executive Officer Vincent Talucci requesting removal of the International Association of Chiefs of Police (IACP) from the Commission's ex-officio list as IACP was prioritizing their bandwidth and wished to take their responsibility of active engagement seriously.

Commissioner D. Crook (VT) moved to recommend removal of the International Association of Chiefs of Police (IACP) from the Commission's Bylaws. Commissioner C. Moore (GA) seconded. Motion passed.

- Executive Director A. Lippert attended the combined Global Justice Information Sharing Initiative (Global) Advisory Committee (GAC) and Criminal Intelligence Coordinating Council (CICC) meeting. The Global Standards Council task team's objective is to review and assess current technology, processes, and standards deployed by Federal, State, Local, Tribal, Territorial (FSLTT) law enforcement, partners, and stakeholders. The

council will develop new information sharing standards designed to meet the current needs of the field specifically looking into data sharing vs. identity verification.

- Arizona had positive feedback to share regarding the JRI warrant notification project. As one of the pilot states, Arizona received four notifications in the first week of production showing active warrants on supervised individuals. The national office continues to work with David Roberts to simplify the route for other states to join the project.
- At its March meeting, the committee approved establishing a language workgroup to explore the topic by appointing two representatives from each region to serve as members. The goal of the workgroup is to study this issue and provide a recommendation to the Executive Committee on whether a change is appropriate.

Commissioner J. Stromberg (OR), the workgroup's chair, stated that the workgroup met in May and discussed different terminology used by different stakeholders. He asked the workgroup members to gather some outside feedback, review the training and other documents on the Commission's website for any terminology recommendation, and come up with specific terminology to propose to the Executive Committee. The workgroup will meet again and discuss this material later today.

- The national office upgraded its helpdesk software. The new software has an autoreply to functionality that suggests relevant help center articles in response to customer support requests rather than waiting on a person to manually address the request. The functionality also provides an opportunity to collect data and feedback regarding content, usage and service for future improvements.
- The national office is working on an internal contact management system that unifies the systems in the national office uses to send information to member states. The system has potential to extend out for billing dues, invoicing, and auto reminders. By unifying its delivery systems, the national office can avoid errors and ensure the most up-to-date contact information is available.
- Seventy-two people registered to attend the 2023 Annual Business Meeting since the national office launched the ABM registration on June 1.
- Executive Director A. Lippert informed the committee about Arizona's email to the West region regarding their concerns with the Training Bulletin 1-2021i on May 17.

Commissioner T. Link (AK), the West Region chair, relayed concerns expressed to her by the State of Arizona to determine what action related to the bulletin was warranted, if any.

The committee discussed that in most cases, this and similar compliance matters can be resolved through open and timely communication between commissioners. If those communication efforts fail to resolve their concerns, states may elevate those through the complaint process.

The national office has not received any complaints regarding the Training Bulletin from the other states.

The Executive Committee determined that the Training Bulletin's instructions do not permit states to violate the timeframe in Rule 3.103, nor can they reasonably be interpreted to do so. A state may not cite the training bulletin as justification for non-compliance with the rule, nor as a basis to require the receiving state to grant the request for reporting instructions. The Executive Committee agreed that the bulletin is serving its intended purpose to address proper workflow in ICOTS and provide guidance within the Spirit of the Compact. As such, no changes will be made to the bulletin.

Executive Director A. Lippert noted that the applicability of Rule 3.103 and its timeframe is included in the round table discussions at the annual business meeting this fall, with the outcomes being forwarded to the Rules committee.

On behalf of the Executive Committee, Chair M. Hudson (IN) will notify Commissioner D. Little (AZ) of the Executive Committee's discussion.

Old/New Business

The committee will meet again on July 19, 2023.

Adjourn

Commissioner D. Crook (VT) moved to adjourn. Commissioner M. Pevey (WA) seconded.

The meeting adjourned at 1:10 p.m. ET.


Mary Kay Hudson (Oct 12, 2023 12:20 EDT)








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Final Audit Report

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